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MEMORANDUM FOR: Members of CIA Publications
Requirements Study Group

SUBJECT : Inventory of Agency Printing
and Reproduction Capabilities

1. A first step in studying the Agency's publications requirements and capabilities is the compilation of an inventory of printing and reproduction capabilities and services that exist in various components of the Agency.

2. For purposes of this inventory as well as for the overall Study of Agency Publication Requirements and Capabilities, the term "printing and reproduction" means the process and the equipment involved in producing copies by relief, offset, hectograph, stencil, and photographic and photocopying methods. Such processes include, but are not limited to, letterpress and offset printing, multilith, mimeograph, ditto, microfilm, photocopy, and similar processes. Reproduction processes such as XEROX, thermostat and the like are excluded.

fax

3. It is requested that the attached inventory forms be distributed to components within your directorate which have printing and reproduction capabilities as defined above, and that they be returned to the undersigned by 12 April.

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Chairman
CIA Publications Requirements
Study Group

Attachment: a/s

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